

Classification

25X1

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
Report of Activities - [redacted]						
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	ADMIN. GENERAL		
	MEDICAL	FINANCE		OTHER (specify)		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3	Quarterly			2		
7. FORMAT (memorandum, form computer print-out, etc.)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Dispatch	YES	IF YES GIVE ADP PROCESSING NO.		Director of Security		
	<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Chief, Security Staff, [redacted]			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-12	\$6.82	8		\$54.56	4	\$218.24
GS-05	3.15	4		12.60	4	50.40
						\$268.64
B. COSTS OF COMPUTER PRODUCED REPORTS						
N/A						
TOTAL COSTS PER YEAR						\$268.64
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
To keep the Director of Security apprised of the activities of Security Careerists detailed to serve as security officers at overseas facilities. This reporting began in January 1970 to emphasize a delineation between the Station and Regional Security Staff activities at [redacted]						
MORI/CDF						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)				MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE					25X1 0	0
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION
2 October 1970	SA/DD/PTOS/OS					[redacted]